



Change Control Board Meeting

December 17, 2014 (1:00 pm –2:00 pm)

Conf Line: (b) (6)

Agenda



- Roll Call and Introductions
- Any changes in partner agency environments? (e.g. browsers)
- Evaluate and approve requested functionality (funded & unfunded)
- Closing and Action Items

Enhancement Update

The modification of document publishing labels to avoid confusion was intended to be included in the 11/24/14 release but will be reissued in an upcoming release, scheduled for January 9, 2015.

These include:

- Unredacted-Releasable to Unredacted-Releasable to the General Public
- Redacted-Releasable to Redacted-Releasable to the General public

Enhancement Update

Being developed for upcoming release:

- USCIS is reconsidering the request to Lock/unlock requester information for public display—not currently ready for release scheduling (**Current functionality likely meets need**)
- The Department of the Navy (DON) has provided funding to support a number of enhancements
 - These are largely designed to raise attention to requests coming due and to reduce any confusion for certain functions.
- An initial set of these enhancements are described on the following slide and was discussed at the Partners meeting in December 2014.

Requested Enhancements Part 1

Enhancement	Descriptions	Proposed Approach (EPA/CGI)
1. DON-59-DNS-CRIT Highlight/Prioritize Expedited Processing Requests	Highlight expedited processing tasks as high-priority actions. This can take the form of such tasks being placed at the top of "My Cases" and "Unassigned Cases," highlighting expedited processing tasks in red, displaying an indicator next to "My Cases" and/or "Unassigned Cases" with the number of pending expedited processing requests, etc.	Address by modifying the Assigned and My Cases dashboards to display expedited and cases coming due first. The requester can expand number of records displayed to get the complete set. This approach could have performance improvements.
10. DON-73-DNS Restrict export functionality	Allow the export functionality to be restricted on an individual/site code basis.	Functions are tied to system roles and not individuals. Initially address by relabelling the "Export" button to more clearly describe the function to reduce confusion

- DON-59: recommend pursuing based on CGI's recommended approach - forthcoming
- DON-73: suggested label change from "Export Request" to "System Export" or other?

Requested Enhancements Part 2

4. DON-01-CIO Flag Frequent FOIA	Provide easily visible indicator that identifies frequent FOIA requesters	Develop requirements to determine what options are available
7. DON-54-USMC Perfected Dropdown Menu Default	USMC configuration should allow for the Perfected dropdown menu to default to "No" upon initial request access.	Pursue as a configuration option. Note: configuration options are apply to entire agency configuration.
8. DON-27-DNS Prevent users from inadvertently releasing records that should be withheld from the public	Include a "minimum number of reviewers" setting in User Account Management, requiring any action that involves interaction with the public be submitted for review, similar to the closeout review process.	Apply a more visible indication for records marked as released to the general public vs release to requester only

- DON-01: item is not sufficiently prepped to pursue at this point
- DON-54: is inconsistent DOJ guidance
- DON-27: somewhat complex to implement—discuss benefit

Requested Enhancements Part 3 (New)

6. GSA-1 (unfunded)	Request to have an Admin user role that handles all the user access controls but does not have direct access to the data and a business level user who has admin functions and access to business data but not user access controls.	
New Admin User Role		Discuss - CCB members consider ramifications for creating two new user roles

- GSA-1: Introducing the concept for initial discussion and to determine the level of need by other partners

Current roles:

- National Team
- Coordinator
- Public Liaison
- Subject Matter Expert
- Reviewer (closest to Business level user?)

Decision Summary

- DON-59: Reorder dashboard to prioritize due date - approved
- DON-73: Label will change from “export request” to “remove request” - approved
- DON-01,54,27: These are on hold until further resource and effort assessments are completed and requirements developed.
- GSA-1: A new potential IT support role would be added, with the impact and cost assessment of implementing this new role to be completed. Second part of requested enhancement is not fully understood and will need to be explored further.